

SECRET

25 March 1965

MEMORANDUM FOR : All Cable Recipients

SUBJECT : Changes in Matters Involving Cables

REFERENCE : C/S Memo of 18 March, Same Subject

After further discussion it has been agreed that:

- a. The Cable Secretariat will continue to print outgoing cables on pink paper.
- b. The action copy will be printed on white paper with a distinctive ACTION stamp.
- c. RI copies will be printed on white paper at a date which is to be determined.
- d. Relay requests will be accompanied by a copy of the text.
- e. Summaries for outgoing messages will be prepared by the originators if appropriate.


Cable Secretary

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HS/CSG-7603

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18 March 1965

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The Cable Secretariat is reproducing an average of 1,950 cables each week day from an average of 2,900 offset masters. From each master we reproduce approximately 25 copies totalling 49,000 copies and using 73,000 sheets of paper each week day. We have produced as many as 2,745 cables in a single 24 hour day! Four years ago we processed 1,425 cables each day. Each year sees an increase of 8-10% over the preceding year. With this amount of work and a continuing upward trend, we need to adopt every feasible labor-saving, cost-reducing, time-saving technique we can devise.

One of the present practices which is not efficient, which slows us down and which costs us money is the use of colored paper. We use pink for outgoing cables, white for incoming, yellow for action, blue for RI, green for RI, pink for the EXDIS cable cover sheet, and even a sanitized (no text) white copy for sensitive copies for RI. This necessitates unloading, reloading, and hand-feeding of paper, all of which are incompatible with the best utilization of expensive, high speed reproduction equipment. As part of our total effort to improve our efficiency and to give you faster, better service, effective 29 March we will reproduce all copies--IN, OUT, ACTION--on white paper. Staff Communications, Department of the Army, took the steps several weeks ago and report that it is a significant time and money saver. The RI copy will also be printed on white paper at a later date.

Another unnecessarily costly operation involves relay requests, currently averaging 340 each month. At present a unit wishing a cable to be relayed prepares a relay request using a Form 12. To furnish the text to the Signal Center, the Cable Secretariat must at a cost in time, personnel, and money, make a Xerox copy of each page of the cable to attach to the relay request. Since the unit making the request has been furnished several copies, as a rule, it would appear that one of these copies could accompany the request. One division has been doing this, and the savings in time and effort are quite significant. Effective 29 March each relay request should be accompanied by a copy of the text to be relayed.

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A service now performed by the Cable Secretariat is to prepare, as time and cables permit, a summary of the most recently referenced cable. In the case of outgoing messages this could well be done by the originator--as many now do. Effective 29 March the Cable Secretariat will discontinue the preparation of summaries on cables referenced in outgoing messages and leave the preparation of such summaries to the originator of the outgoing message. It is my impression that summaries on both IN and OUT messages are very useful to a number of readers, and it is hoped that originators will prepare such summaries whenever feasible. We, of course, will continue to prepare summaries on incoming cables.

Outgoing message forms should be prepared so that no line exceeds 69 characters including spacing. This practice enhances message handling and preparation, and is of particular importance when paging messages. More information will be provided on this subject in the near future. For the moment, suffice to say that when all originators adhere to the practice of not more than 69 characters per line, real economies can be achieved in processing cables, not only in Washington, but world-wide.

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Cable Secretary